



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 12512.1
N21
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NTC GREAT LAKES INSTRUCTION 12512.1

From: Commander Naval Training Center, Great Lakes

Subj: JOB GRADING UNDER THE FEDERAL WAGE SYSTEM

Ref: (a) FPM/CPI 532 and Supplements

Encl: (1) NAVSO 12510/7B Instructions for Preparing Job
Descriptions
(2) NAVSO 12510/7C Instructions for Preparing Descriptions
for Supervisory Wage Positions

1. Purpose. This instruction sets forth policies, procedures and regulations governing job grading under the Federal Wage System per reference (a). This instruction applies to Federal Wage System appropriated fund jobs in activities receiving classification and job grading services from the Naval Training Center Consolidated Civilian Personnel Office (NTC CCPO), Great Lakes.

2. Cancellation. NTCGLAKESINST 12000.2, Chapter III, Subchapter 1.

3. Policy. Job descriptions shall be maintained current to insure a sound basis for personnel actions under the merit system, to provide for an orderly system of pay administration, and to maintain the principle of equal pay for equal work. Jobs will be graded in conformance with, or consistent with Office of Personnel Management (OPM) and Department of Navy (DON) job grading standards and guides.

4. Background and Authority

a. Title 5, United States Code, as amended by Public Law 92-392, dated 1 August 1972, provides for a pay system under which the rates of pay of prevailing rate employees are fixed and adjusted. It is the policy of Congress that rates of pay of prevailing rate employees be fixed and adjusted from time to time as nearly as is consistent with the public interest in accordance with prevailing rates and be based on principles that:

(1) There will be equal pay for substantially equal work for all prevailing rate employees who are working under similar conditions of employment in all agencies within the same local wage area;

(2) There will be relative differences in pay within a local

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wage area when there are substantial or recognizable differences in duties, responsibilities, and qualification requirements among positions;

(3) The level of rates of pay will be maintained in line with prevailing levels for comparable work within a local wage area; and

(4) The level of rates of pay will be maintained so as to attract and retain qualified prevailing rate employees.

b. Heads of activities are delegated the authority to grade jobs under their jurisdiction. This authority may be redelegated to the Director, Wage and Classification Division (Principal Classifier), NTC CCPO, Great Lakes via the Director, NTC CCPO, by the heads of the activities serviced by NTC CCPO. This redelegation does not relieve the heads of the activities of their responsibility and authority in the overall administration of their job grading programs. Job actions taken by higher authority and/or OPM as a result of inspections, or appeals are binding on the activities and may not be changed unless the duties, responsibilities, and other job requirements or the job grading standards have significantly changed.

5. Definitions

a. Appeal. An official written request to an adjudicating office for reclassification.

b. Audit. A meeting with an individual employee or the supervisor to verify or gather information about a job. Sometimes called a "work audit".

c. Federal Wage System (FWS). The pay system applicable to employees in recognized trades or crafts, or other skilled mechanical crafts, or in unskilled, semi-skilled, or skilled manual labor occupations, and other employees, including foremen and supervisors in jobs having trade, craft, or laboring experience and knowledge as the paramount requirement. Such positions are exempt from Chapter 51 of Title 5 of the U.S. Code, and are typically identified with the prefixes "WG", "WL", "WS", "WD", "WN", and "WT".

d. General Schedule (GS). The pay system applicable to positions the primary duty of which requires knowledge and experience of an administrative, clerical, scientific, artistic, or technical nature not connected with trades and crafts. The General Schedule also applies to positions covered under the merit pay system and identified with the prefix "GM".

e. Job description (JD). An official written statement of the major duties and responsibilities, and the skill and

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knowledge requirements, physical effort requirement, and working conditions of a Federal Wage System (FWS) position.

f. Job grading standard. A controlling guide, issued by OPM or DON, which is used to grade FWS jobs.

g. Principal Classifier. The specialist within the NTC CCPO who is responsible for the administration and operation of the position classification/job grading program for the entire work force serviced by the personnel office.

6. Responsibilities

a. Heads of Activities. In conjunction with the Director, NTC CCPO and the Principal Classifier, administer the program in compliance with existing laws, guides, and regulations.

b. Management Officials/Supervisors. Management has full and exclusive responsibility and authority for deciding what the duty and responsibility content of activity jobs shall be. JD's do not control assignments; they reflect work assigned by management. Line management may add, remove, or change assignments at any time. When assignments are changed, however, management is responsible for incorporating the changes into revised JD's. The responsibility for determining the duties and responsibilities of jobs may be delegated by the activity head to any subordinate level of management or supervision. Responsibility for the accuracy of any JD rests with any and all levels of management having delegated authority to determine duty content. Such management officials shall:

(1) Insure that each employee's work is properly described in a JD, and that each employee performs those duties specifically assigned to her or him. Except for proper details, assigning or allowing an employee to work other than that reflected by an official, classified JD constitutes a misassignment. Misassignments are contrary to law and to OPM Regulations and are prohibited. When management becomes aware of a misassignment and does not take action to correct the misassignment, it is giving tacit consent to changes in job content.

(2) Consult with the Wage and Classification staff, as soon as practicable, for advice on major changes to jobs caused by changes in assignments or reorganizations.

(3) Promote understanding and acceptance among employees of the policies and procedures pertaining to these programs.

(4) Insure that supervisors and managers with delegated responsibility and authority to determine the duties of their .PA subordinate positions have that responsibility and authority

documented in their own JD's.

(5) Cooperate fully with the Wage and Classification staff in the conduct of work audits and other fact-finding NTCGLAKESINST 12512.1 processes.

c. Employees. Each employee should be fully aware of the duties and responsibilities described in his or her official JD. Any discrepancies or inaccuracies in the JD should be brought to the attention of the employee's immediate supervisor. Ultimate responsibility for the accuracy of every JD, however, rests with management, not the employee.

d. Wage and Classification Division/Principal Classifier

(1) Provide heads of activities with job grading actions and/or advice which are technically and administratively sound and in compliance with controlling guidelines and instructions.

(2) Provide assistance and guidance to supervisors and employees in the preparation of descriptions and all other matters regarding the programs, including job grading appeal rights.

(3) Provide training and indoctrination for supervisors and employees on job grading, wage administration, and other related matters, as appropriate.

(4) Provide liaison with OPM, the Office of Civilian Personnel Management (OCPM) and their Regional offices, and other outside organizations concerning job grading and wage matters.

(5) If found to be necessary, report, in writing, to the head of an activity on the overall state of the position classification/job grading program.

(6) Perform job audits and other fact-finding necessary to ensure the accurate job grading.

7. Job Descriptions. All jobs must be covered by current and accurate JD's. The NTC CCPO will maintain the official file of JD's for activities receiving job grading services.

a. Certification of accuracy. Supervisors are required to certify the accuracy of JD's. These descriptions play a vital role in determining pay levels and qualification requirements, and thus, authorize payment of public funds, establish sources of recruitment, set conditions for competition for appointment and advancement, and determine whether positions should be excepted from the competitive service. To focus appropriate attention on the importance of the statements and information incorporated in the official JD's, the following statement is required for certifying their accuracy:

"I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations."

It must be clearly understood that all other levels of supervision which propose or approve official statements of duties and responsibilities, even though these individuals do not sign the JD coversheet, are attesting to the same effect as the supervisory certification. Consequently, any supervisor who certifies a description as current and accurate when it is known that such is not the case, is subject to the penalties for the violations committed.

b. Access to JD's. Management is responsible for insuring that employees have access to their JD's. When assigned to a new position, or when a job is redescribed, the employee shall be provided a copy of the JD.

c. Changes to JD's. Jobs will be redescribed only when necessary to report material changes in major duties and responsibilities. Once a job has been graded, it shall not be redescribed and proposed for a different classification if the existing description is accurate. A request for review of a job grading action when major duties have not materially changed constitutes an appeal, and the appeal procedure should be followed. Modification of a job and its JD may or may not result in a change in its grading. When a job changes, appropriate rules and regulations, such as those pertaining to merit promotion, reduction in force, and adverse action, will be applied. A job grading change does not automatically result in the job's incumbent(s) being promoted or demoted. When it is expected that the new JD will not be prepared and graded in less than 30 days, a written detail, not to exceed 120 days, must also be prepared. Extended details of employees to duties or positions that have not been graded conflict with the job grading principles.

d. Accuracy of JD's. As discussed in paragraph 6b, management is responsible for preparation of complete and accurate JD's. Employees may grieve the accuracy of their JD's through the procedures established for grievances. Before filing a grievance, employees should try to resolve

the immediate supervisor, who is responsible for verifying the accuracy of the JD. It is the supervisor's responsibility to correct any erroneous concepts the employee may have about his/her work responsibilities or the relation of his/her job to other jobs in the work area. Every attempt should be made to reach a clear understanding with the employee as to what the job's duties and responsibilities are.

e. JD standards of adequacy. The following standards of adequacy apply to the preparation of JD's:

(1) All JD's shall contain duties that are current and accurate, which can be substantiated through the audit process; all duties described shall occur on a regular and recurring basis.

(2) JD's shall contain enough specific information, without undue length, that a classifier can determine the title, series, and grade.

(3) JD's that contain projected duties and responsibilities shall not describe any duty that will not actualize within six months.

(4) A JD cover sheet (NTC-GL-OP130) shall be completed and signed by the first level supervisor, and by a management official authorized to establish jobs. Position sensitivity shall be determined by management, in accordance with applicable security regulations, and indicated on the JD cover sheet.

(5) Nonsupervisory FWS job descriptions shall follow the format described in enclosure (1).

(6) Supervisory FWS job descriptions shall follow the format described in enclosure (2).

8. Job Grading Standards. Reference (a) requires that each Federal department grade jobs in conformance with standards published by OPM. In the absence of directly applicable OPM standards, DON standards and other evaluation guides may be consulted. The job grading standards are maintained by NTC CCPO and may be examined by employees and supervisors upon request. Supervisors should take necessary action to insure that all employees are aware of this fact.

9. Management Review. A review of jobs by organizational segment will be made by management. In making the review, each supervisor shall compare the current duties and responsibilities of each subordinate job with the official JD of record. The supervisor shall notify subordinate

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employees that their jobs are being reviewed and that they may participate by discussing their duties with the supervisor and/or the position classification specialist. The supervisor shall examine the need for each position and shall initiate action to abolish those which are unnecessary. For jobs that are accurately described, the supervisor shall so certify. In those cases where it is determined the present description is inaccurate, the supervisor shall initiate action to establish a current and accurate description. This review is generally performed during the establishment of performance standards for the employee.

10. Job Grading Appeals

a. Coverage. Any job grading appeal action must be addressed to the DON, except where the job grading determination was made by OPM. FWS employees may appeal to OPM only after appealing to the DON.

b. Basis for Appeals. An appeal must be based on a belief that an existing job grading action is in error. The question to be decided may involve the title, series, grade, and/or pay category (FWS or GS) of the position. A job grading appeal may not be based upon disagreement with the accuracy or completeness of the job description. Such disagreements are handled under the appropriate grievance procedure. Additionally, an appeal may not be based upon a change in duties and responsibilities from those stated in the official JD. An appeal not meeting the above criteria will be returned with appropriate instructions as to the correct course to follow.

c. Consequences of filing an appeal. During the adjudication of a job grading appeal, the adjudicating office will:

(1) decide whether the job is correctly graded with regard to title, series, and grade;

(2) change the job grading to the correct title, series, and grade where the facts warrant; and,

(3) provide the rationale for the decision.

This means that a job grading appeal may result in continuation of the job at its current grade, elevation to a higher grade, reduction to a lower grade, or change to a different pay category (e.g., FWS to GS).

d. Procedures for filing an appeal. An employee (or a designated representative) may appeal a job grading action

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at any time. However, filing an appeal does not defer the implementation of a job grading action which has already been taken. To appeal, a letter should be prepared by the employee (or a designated representative) which contains the following information:

(1) The employee's name, mailing address, and office telephone number;

(2) Name and location of official duty station;

(3) Name and location of official headquarters and servicing civilian personnel office;

(4) Exact location of the employee's position within the organizational structure, e.g., Department, Division, Branch, Section, etc.;

(5) The name, address, position title, and business telephone number of the employee's representative, if a representative is chosen;

(6) Present title, series, grade and position description number of the position to which the employee is assigned (a copy of the SF-50 documenting the official assignment must be included);

(7) Requested title, series, grade, or other classification/job grading action desired;

(8) A copy of the employee's official job description, including certification of accuracy by the employee. If the employee disagrees with its accuracy, he or she should provide a description of the work presently being performed; and

(9) Reasons why the employee has asked for the specific requested job grading/classification action, which may include statement of facts which the employee thinks may affect the final classification decision. The employee should reference any position classification standards which support his or her point of view, and address specific areas of disagreement with the agency evaluation statement. The appeal letter will be submitted via the NTC CCPO, which will provide the following information to the appeals authority:

(a) Certification of accuracy of the official position description (not older than 90 days) from the immediate supervisor or higher level management official;

(b) A comprehensive evaluation report for the employee's position, which must be provided to the employee and may be used as the basis for the employee's job grading appeal rationale (see (9) above. This statement must be amended to include a response to any classification issues raised by the employee (including current work site audit notes, if available));

(c) Current organizational charts and position listings which clearly indicate the location of the position being appealed in relation to other positions, indicating both civilian and military positions (Military authorizations must be shown with civilian grade equivalency levels when they are considered in the classification of the position being appealed. If the position under appeal supervises military positions, copies of the military billet descriptions must be forwarded with a signed statement from the activity head or senior military officer as to the authority delegated to the civilian position for technical and administrative control over the military subordinates);

(d) Mission and functional statements and other supporting documentation such as directives, delegations, notices, instructions, etc.;

(e) A copy of the official position description and evaluation statement of the employee's immediate supervisor;

(f) If the appealed position is a supervisor or leader, copies of all key position descriptions (with evaluation statements) which were used to determine base level of work/level of work supervised, special technical demand, variety, etc.; and

(g) Name, position title, and telephone number of a point of contact within the NTC CCPO.

e. Designation of a representative. Employees may designate a representative to represent them in their appeals. If an employee designates such a representative, the appeals case must include a signed statement from the employee specifically designating the representative who will represent him or her in the appeal.

f. Time limits

(1) An appeal may be made any time by the present incumbent, or by the incumbent's designated representative.

(2) To obtain retroactive restoration of grade or salary in connection with an appeal, the appeal must be filed within 15 calendar days after the effective date of

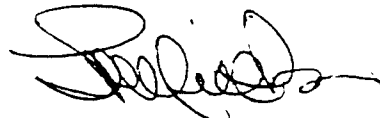
action taken as a result of a job grading decision.

(3) A further appeal from a DON appeal decision must be filed with OPM no later than 15 calendar days after the appeal decision is received, or 15 calendar days after the effective date of the action taken as a result of the job grading decision, whichever is later.

11. Participation in Local Wage Surveys

a. The Federal Wage System is based on the concept of prevailing rate pay, so that the pay of all FWS employees reflects the pay of other workers performing comparable jobs in the local wage area. Full scale wage surveys conducted every other year establish the wage scale, and wage change surveys adjust the scale in alternate years. Wage survey teams made up of equal numbers of management and labor organization representatives collect data for the survey.

b. It is the Department of Navy policy that there will be maximum participation at all levels in wage surveys. Prior to the beginning of a wage survey, the NTC CCPO will request activities to provide one or more employees, based on the number of FWS employees in the activity, to serve as data collectors. Per reference (a), all activities should cooperate to the fullest extent possible in making employees available to serve as wage survey data collectors.



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